

**MARTIN CITY COUNTY WATER DISTRICT
BOARD OF DIRECTORS MEETING
July 14, 2016, LIETZ HALL, MARTIN CITY, MT
Minutes**

The meeting was called to order at 7:10 p.m. Present: Board Members Greg Doggett, Gary Sahl, and Jim Zerbe; General Manager/Chief Operator Shane Pierson, and Clerk Victoria Zerbe.

The Minutes for June 16, 2016 were approved by unanimous consent.

The bacteriological water test results for coliform taken on July 6, 2016 at Walter Dennis' residence, by Shane Pierson, were satisfactory.

For the Operator's Report, Shane Pierson reported that all hydrants, except one in the Mountain Meadow RV Park, are painted and have tamper seals attached. The Chief Operator will discuss with Flip Paulson, owner of the RV park, whether to keep his freshly painted green hydrant that unofficial color or repaint it. A tamper seal will be attached to the hydrant. After Shane and back-up Operator John Helton worked on smoothing the gravel over the hole created for the curb stop leak repair near the storage unit belonging to Greg Jones, no additional gravel was needed. Work Order # 2016-2 has been closed and submitted. Work Orders #2013-16, painting, repairing, and flushing fire hydrants, and #2013-32, locating all valves and curb stops, have been completed. Shane will finish the paperwork and submit it to the Clerk shortly. Only one Work Order will remain, WO #2013-12, repair or replace the sounding tube at Well #2. This WO will remain open until the pump is pulled, which will probably occur the next time the pump needs repair.

Shane and John located and checked a long list of MCCWD customers turned-off meters to ensure that no unauthorized water was being used. Three curb stops could not be found so they were either completely buried or had been broken off or removed. Five curb stops were dug out and refilled when found off. Shane will uncover each refilled site, and install a large enough pipe to have access to the old meter if needed in the future. One meter pit was filled with water. All other meters were off and did not register usage.

The LD12 Leak Detection instrument and the necessary attachments have been ordered, and the company will provide 4 hours of free training. Shane will use that opportunity to check sites with possible leaks, including the flooded pit mentioned above, and areas with different terrain to learn the nuances of the leak instrument. The Chief Operator has begun contacting customers for lead and copper testing which will be conducted in two weeks. Customers tested last time do not have to be used again. Robert Jacobs, Account #119, had been turned on June 13 by a plumber, who claimed that he could not reach anyone at the District to turn the water on. The plumber also failed to notify MCCWD that the water was turned on for the summer. Florian Seeger's meter pit for Glacier Hills Center Drive is ready to be installed. The installation is waiting for Tom Torpen's digging equipment.

Shane is awaiting quotes on the relocation of the Glacier Hills Phase 3 flush hydrant to the lowest point of the Loop line. It may be more cost efficient to add another hydrant than moving the current hydrant. The quotes will be discussed by the Board at their next meeting. The Chief Operator also reported that the O & M Strategy is current and will be inputted into

the computer in the next few days.

In review of the System Reports, the total volume of water loss is down, while the percentage remains about the same. Matt Guinard, Act. #117, was listed on the Usage Report with no water used because he is a new customer. Shane had contacted several customers about their unusually high usage after the meter readings last month. The long Adjustments Report included Glacier Park Inc.'s turn-on fees and base charges for previous month's usage not reported; and C.J. Furnia's and Florian Seeger's New Service Connect Fees. The Board reviewed the Rate Code Report, the Usage and Loss Report, and the Comparison Report. Gary Sahl questioned why the breakdown of the number of water users in various usages categories did not equal the total number of water users on the Usage and Loss Report. The Clerk will contact RVS Software about this discrepancy. The Comparison Report did not reflect much difference in regards to water loss percentage between the 2 years.

The Clerk reviewed the District's financial statements for June 2016. Since there were no tax bill receipts from Flathead County due to end of the County's fiscal year, the Profit and Loss statement for June depicted a negative Net Ordinary Income of \$1,484.96. A positive Net Ordinary Income of \$2,825.12 still existed for the first half of the year. The Balance Sheet depicted a total of \$207,526.82 for Account #1150 County Funds, which includes County Tax Fund 7273 and County Capital Fund 7274. The updated 2016 Cash Flow Forecast was reviewed next. Gary also noted that a few total amounts were missing from the print-out, which will be corrected. Monthly totals up to June corresponded directly to the District's QuickBooks reconciled accounts.

The Disbursement Report for July 14 depicted the posted Federal and State Quarterly Tax payments, the \$4,000 transfer from the County Tax Fund 7273 to Checking to pay for the leak detection equipment, and an insurance payment of \$2,006. **A motion to approve the Disbursement Report was made by Greg, seconded by Gary, and unanimously approved by the Board.**

The Past Due Report presented was not final because it was not the 15th of the month after which Past Due accounts are calculated. Johnny Gordon, Account #46, is the only customer who may be two months past due. If her bill isn't paid on time, Shane will post her on Saturday for turn off next week. Meters will be read July 21.

Under Old Business, the Board President reported that the Water System Transfer and Reimbursement Agreement for Glacier Hills has been signed and received. The legal documents detail the transfer of the lines, pumps, and pump station to MCCWD and provides for a 1-year warranty for the Glacier Hills Phase 3 water main extension. Greg will have the paperwork recorded at the Flathead County Clerk and Recorder office tomorrow.

Also under Old Business, Greg will contact again A2Z Engineering about the progress it has made on the process to upgrade the 1 1/2" line currently serving Highway 2 East properties to a 4" line.

MCCWD received a counter offer for \$16,700 for the District's property on 7th St. and Central Ave. After the Clerk polled the Directors on their voting preference and the majority agreed to accept the offer, Greg contacted the Realtor with the Board's acceptance. The final paperwork will be signed on Monday leaving 1 surplus property that the District still owns.

No activity has been made on possible solutions to the cost of fire hydrant repairs in response to the Martin City Rural Volunteer Fire Department Board's letter.

Under New Business, Gary reiterated his intention to resign after serving on the Board for 2 years. The Clerk and President will work on the best solution to notify everyone eligible in the search for a new Director.

The next meeting was scheduled for Thursday, August 18, 2016 at 7:00 p.m. As there were no other items to discuss, Jim made a motion at 7:56 p.m. to adjourn, and Greg seconded it; all agreed.

Respectfully submitted,

Victoria Zerbe